

CONFIDENTIAL

(CLASSIFICATION)

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OFFICE OF THE DIRECTOR

Comm 2

Action Memorandum No. A-265

Date 5 July 1963

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TO : Deputy Director (Plans) General Counsel
Deputy Director (Support) Inspector General
Deputy Director (Intelligence) Comptroller
Deputy Director (Research)

SUBJECT : Correspondence Addressed to the Office of the Director

REFERENCE:

1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.
2. Probably due to the passage of time, change of Directors, etc., the O/DCI continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background use only.
3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.
 - a. "This memorandum is for information only; particular reference is made to paragraphs _____."
 - b. "This memorandum suggests action on the part of the DCI, DDCI or Executive Director; this action is contained in paragraph _____."
 - c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____."

75 2 4 01 64 23

(signed) Lyman B. Kirkpatrick

SUSPENSE DATE:

Lyman B. Kirkpatrick
Executive Director

Distribution:

1 T cy ea to: D/CO, D/L, D/Sec, DTR, C/MS, C/ADPS, D/Pers, SSA-DD/S

1 cc y - DD/S Subject

(CLASSIFICATION)

Approved For Release 2003/04/29 : CIA-RDP84-00780R000100260003-2

For your information and guidance.

GROUP 1
Excluded from automatic
downgrading and
declassification

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2015 63-5561

Comm 2

20 December 1963

MEMORANDUM FOR: Assistant Chief of Staff, Intelligence
Department of the Army

ATTENTION: Administrative Division

SUBJECT: Official CIA Mailing Address

1. It has come to our attention that some ACSI/IA correspondence is being improperly addressed to this Agency.

2. It is requested that all ACSI elements be advised that the only correct, and official, address to be used in forwarding correspondence, and/or other material, to this Agency is as follows:

Central Intelligence Agency
Washington, D. C. 20505
Attention:

3. The use of an attention line will expedite delivery to the addressee in CIA.

4. CIA couriers make several calls daily to deliver Agency material and to pick up packages addressed to CIA at the Receipt and Dispatch Section, in Room 1C 460, Pentagon.

FOR THE ASSISTANT DIRECTOR, CENTRAL REFERENCE:

[Redacted]
Chief, Liaison Staff

STAT

STAT

[Redacted]:meb

Orig & 1 - Add

1 - DD/CR

1 - Courier Service

1 - O/DDS [Redacted]

1 - LS

1 - Chrono

STAT

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DD/S REGISTRY
FILE *Commo 2*

17 December 1963

MEMORANDUM FOR: Director, Defense Intelligence Agency

ATTENTION: DIASA-2

SUBJECT: Official CIA Mailing Address

1. It has come to our attention that some DIA correspondence is being improperly addressed to this Agency. For example, communications addressed to "Central Intelligence Agency, Langley, Virginia" are frequently delivered via U.S. Mail to Langley Air Base at Hampton, Virginia.

2. It is requested that all elements be advised that the only correct, and official address to be used in forwarding correspondence, and/or other material, to this Agency is as follows:

Central Intelligence Agency
Washington, D. C. 20505
Attention:

3. The use of an attention line will expedite delivery to the addressee in CIA.

4. CIA couriers make several calls daily to deliver Agency material and to pick up packages addressed to CIA at DIASA-2 in Room 2D 233, Pentagon.

FOR THE ASSISTANT DIRECTOR, CENTRAL REFERENCE:

Chief, Liaison Staff

STAT

STAT

meb
Orig & 1 - Add
1 - LS
1 - Chrono
1 - Courier Service
1 - DD/CR
2 - Chief, LS/CR

ROUTING AND RECORD SHEET

DD / S R E G I S T R Y

SUBJECT: (Optional)

OCI Messenger Service

FILE Connors

FROM:

Special Planning Assistant to the DD/S

EXTENSION

NO.

25X1

DATE

4 December 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director of Logistics
1C47 Hqs.

2.

3.

4.

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13.

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15.

25X1

25X1

Doug:

Per my telephone conversation with you today on the attached papers, Colonel White has asked that Logistics get together with OCI (or perhaps [redacted] and discuss this problem to see if it can be ironed out especially in the light of economy moves recently announced. Colonel White believes that Logistics should continue to supply cleared couriers for the three positions which now exist and this is as far as we can go on the existing manpower restrictions.

151

[redacted]
Special Planning Assistant to the
Deputy Director for Support

Att:

Memo dtd 29 Nov 63 to AD/CI
fr D/L, same subject

SPA-DD/S:JHP:fmf 4 Dec 63)

Distribution:

Orig - Adse w/O & 6cc of att
(DD/S 63-5127)

1 - DD/S Chrono

✓ 1 - DD/S Subject w/cc of att

DD/S 63-5127

MEMORANDUM FOR: Assistant Director for Current Intelligence

THROUGH : Deputy Director for Support
Deputy Director for Intelligence

SUBJECT : OCI Messenger Service

REFERENCES : (a) Memo to DD/A fm AD/CI dtd 29 Jan. 1953,
Subject: "Organizational Change"

(b) Memo to C/LSD/OL fm C/IIS/OCI dtd 12 Nov.
1963, Subject: "Distribution Service"

1. This memorandum contains a recommendation submitted for Deputy Director for Support and Deputy Director for Intelligence approval. Such recommendation is contained in paragraph 4.

2. Reference b requests the detail of two messengers in addition to the three now on detail to OCI. The Office of Logistics is not in a position to honor this request due to personnel ceiling and budgetary limitations. It is believed desirable at this time to review and revise the original agreement contained in reference a.

3. A review of reference b indicates that the messenger service operates under the exclusive jurisdiction of the DD/I and provides distribution service almost exclusively within the DD/I all-source center. It is not believed that the Office of Logistics mission and functions, as outlined in [] contemplate furnishing of such specialized messenger service.

4. Two possible courses of action are suggested for consideration:

a. Transfer the three ceiling positions and budget together with the responsibility of the internal messenger function to the DD/I. This with the understanding that the DD/I may request assignment of cleared messengers from the Office of Logistics as vacancies occur.

25X1

SUBJECT: OCI Messenger Service

b. The DD/I transfer to the Office of Logistics additional ceiling and budget to accommodate any additional messengers required by the DD/I for this purpose.

Of the two proposals, this office favors the first.

5. There are two precedents which occur to this office as being pertinent:

a. The DD/P has established and operates its own internal courier/messenger service.

b. The DD/I has established and operates courier/messenger service for both OCI and NPIC.

6. It is recommended that the proposal contained in paragraph 4a above be adopted.

JAG
JAMES A. GARRISON
Director of Logistics

Attachments:

References a and b

The recommendation contained in paragraph 4a is approved.

Date

Deputy Director for Support

Date

Deputy Director for Intelligence

SUBJECT: OCI Messenger Service

Distribution:

- Original & 1 - Addressee, w/atts.
/ ② - DD/S, w/atts. Chrono Subject
2 - DD/I, w/atts.
1 - OL/Official, w/atts.
1 - OL/AS/P&TB, w/atts.
1 - D/L Chrono, w/atts.
1 - OL Suspense, w/atts.

25X1 OL/AS [] (26 Nov 63)